

**PURPOSE**

It is the purpose of this policy to assure that each recipient admitted to a Michigan Department of Health and Human Services (MDHHS) state operated facility, hospital or center receives an initial physical evaluation within 24 hours after admission, appropriate laboratory, mental, and social examinations within three days following admission, and is periodically reexamined at least annually, or more frequently as indicated by the person's condition, change in condition, or acute onset of symptoms of new illness.

**REVISION HISTORY**

This policy has not been updated since original publication effective date of May 16, 2010.

**DEFINITIONS**

**Performance improvement** is the systematic process of detecting and analyzing performance problems, designing and developing interventions to address the problems, implementing the interventions, evaluating the results, and sustaining improvement.

**Physical evaluation** means a broad range assessment of a person's physical and mental status which includes the following elements:

- a. A concise statement of current medical and psychiatric problems
- b. A compilation/checklist or brief description of current symptoms by body system, including significant negatives
- c. A compilation/checklist or brief description indicating past medical history, including previous and current medications and allergies
- d. A brief statement of the person's physical characteristics, cognitive ability, affect, orientation, and current behavior
- e. A physical examination to include all anatomical systems along with documentation of all positive and negative findings, and
- f. Age, gender, and lifestyle risk appropriate screening for chronic disease, including Tuberculosis, Hepatitis B infection, and immunizations.

**POLICY**

It is the policy of the MDHHS that each recipient admitted to a MDHHS operated hospital or center shall receive an initial medical, psychiatric and nursing evaluation within 24 hours after admission, appropriate social history, educational evaluation (as required by law), and other assessments as required or necessary within three days following admission, and shall be periodically reexamined at least annually, or more frequently as indicated by the person's condition, change in condition, or acute onset of symptoms of new illness.

**STANDARDS**

1. Each recipient shall receive a physical evaluation performed within 24 hours following admission by a licensed physician, a certified nurse practitioner acting under the supervision of a physician, or a physician's assistant acting under the supervision of a physician.
2. Pertinent laboratory studies and imaging techniques shall be ordered consistent with findings of the initial physical evaluation and any subsequent physical or mental examinations.
3. A comprehensive psychosocial assessment shall be conducted within three days following admission.
4. Each recipient with a finding consistent with a disorder of mood, thought, or behavior shall receive a psychiatric evaluation performed by a psychiatrist as defined in the Mental Health Code (MCL 330.1100[d][10]).
5. Each recipient with a finding of a developmental disability shall receive a battery of psychological testing and specialty evaluations (medical, physical therapy [PT], occupational therapy [OT], speech and language) as appropriate to his/her condition.
6. Each recipient with a finding of physical disability shall receive specialty evaluations (medical, PT, OT, speech and language) as appropriate to his/her condition.
7. Each recipient with a finding of a current nutritional deficit or a potential for nutritional risk shall receive an evaluation performed by a registered dietitian.

8. Reports of all examinations and evaluations shall be incorporated into the treatment planning process and maintained as part of the permanent clinical record.
9. If any element of an initial evaluation is deferred, the reason for the delay and the expected date of completion shall be documented in the person's clinical record.
10. The clinical record shall be reviewed periodically to assure completion of all deferred examinations and procedures.
11. Nursing assessment within 24 hours.
12. Education assessment shall be conducted for all patients below the age of 26 within 30 days of admission by a special education teacher.
13. A psychological assessment shall be done by a psychologist on all patients age 60 and older within three days following admission. Patients younger than 60 shall be assessed upon referral of physician or school teacher, or upon turning age 60.
14. All assessments shall be completed in accordance with the respective department procedures and format. Departmental procedures and formats must include at the minimum:
  - a. The scope of assessment and reassessment activities.
  - b. The content of the assessment and reassessment.
  - c. The criteria for when an additional or more in-depth assessment is done.
  - d. Activities described above must be within the scope of practice, state licensing laws, regulations, or certification of the discipline doing the assessment.

## REFERENCES

- Michigan Mental Health Code, MCL 330.1752
- CMS 42 CFR 482.22(c)(5)
- Joint Commission PC (Provision of Care, Treatment, Services)

## CONTACT

For additional information concerning this policy, contact the Director of the Office of Recipient Rights at 517/373-2319.